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SR 380-350-2  
OPNAV Instr 0386.3  
AFOIN-C/DD 350.09

SPECIAL REGULATIONS  
380-350-2  
NAVY  
OPNAV INSTRUCTION 0386.3  
AIR FORCE DECIMAL LETTER  
AFOIN-C/DD 350.09

DEPARTMENTS OF THE ARMY, THE NAVY,  
AND THE AIR FORCE  
WASHINGTON 25, D. C., 6 July 1951

## MILITARY SECURITY

### CAPTURED ENEMY DOCUMENTS

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## SECTION I

### GENERAL

#### 1. Authority and scope.—a. Authority.

- (1) This directive is prepared pursuant to the directive by the Joint Chiefs of Staff to the Chief of Staff, U. S. Army, which reads: "ASDIC will operate under joint policies and procedures specified in a manual prepared by the Joint Intelli-

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gence Committee entitled: 'Armed Services Joint Intelligence Directive: Captured Enemy Documents'."

- (2) Additions to or changes in this directive will be approved by the Joint Intelligence Committee.

*b. Scope.*—This directive sets forth basic policies on ASDIC's command and administrative relations and its operating functions. Other aspects of document intelligence are considered only as they bear on these concepts and are included only for information.

**2. Captured enemy documents defined.**—"Captured enemy documents" as used in this directive consists of every piece of written, stamped, or printed matter, regardless of content or origin, held by the enemy and coming under control of United States military forces. Under certain circumstances the retention of nameplates, operating manuals or blueprints with the associated captured equipment may be necessary in order to facilitate technical exploitation.

**3. Information obtained.**—*a.* Captured enemy documents often provide accurate and timely information regarding actual conditions within the enemy's armed forces, the area of operations, or the enemy nation itself. They are a source of creditable data on his activities, methods, and techniques. In addition, they offer a minimum of deceit compared with the information given by prisoners of war and informants. The objectives of systematic exploitation of captured documents by competent personnel are to obtain valuable information on many subjects such as—

- (1) Strategic plans and intentions.
- (2) Tactical plans, dispositions, and doctrines.
- (3) The development, operation, and use of enemy material.
- (4) Enemy's war economy, such as industrial development, civilian control and morale, and strategic targets in vital industries.
- (5) Operation of espionage and counterespionage groups, including enemy knowledge of United States and Allied plans, dissident groups in the enemy nation, and movements inimical to the enemy government.
- (6) Enemy diplomacy, including relations with other countries, and management of occupied territories.
- (7) Technical characteristics of weapons, transportation, and combat equipment.

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b. Recognizing the value of intelligence which can be derived from captured enemy documents the Joint Intelligence Committee of the Joint Chiefs of Staff has approved this directive for the operation of the Armed Services Document Intelligence Center.

4. **Military exploitation of documents.**—All echelons in the military structure are concerned with the exploitation of intelligence from captured enemy documents. Field teams exploit intelligence of immediate operational significance; theater joint intelligence centers coordinate theater activities in the exploitation of enemy documents; ASDIC functions at the department level and provides a coordinating point for interdepartmental requirements.

5. **Documents captured with equipment.**—Operating instructions, nameplates, and blueprints which pertain to the construction and operation of captured enemy equipment, and which are obtained at the point of capture of such material normally will be tagged and attached to the appropriate item of equipment. At the earliest opportunity, such documents will be reproduced, appropriate notations made respecting the item upon which the original is attached, including disposition of the item if known, and the reproduction forwarded to the nearest agency concerned with the exploitation of documents.

6. **Requirements.**—a. ASDIC is a joint intelligence exploitation agency and as such has no responsibility for the production of finished intelligence.

b. The Service intelligence agencies will determine the document intelligence requirements and priorities for their respective Services. Likewise the CIA will determine similar requirements and priorities for the agencies which it represents.

c. The Director of ASDIC will fill the foregoing requirements in the order of their priority to the limit of available facilities and personnel. Where requirements exceed available resources, the Director will consult with the requesting agencies for readjustment.

## SECTION II

### ARMED SERVICES DOCUMENT INTELLIGENCE CENTER

7. **Authority.**—The Armed Services Document Intelligence Center (ASDIC) is a joint intelligence exploitation agency approved by

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the Secretary of Defense and operated by the Chief of Staff,\* U. S. Army, as executive agent for the Joint Chiefs of Staff. The Chief of Staff, U. S. Army, will be responsible for the construction and administrative maintenance of ASDIC and will budget for its operation. ASDIC will become operational at a time to be determined by the Joint Intelligence Committee.

**8. Mission.**—The mission of ASDIC is to—

*a.* Provide within the Zone of Interior a joint operational agency to exploit or otherwise process captured enemy documents which come under U. S. military jurisdiction.

*b.* Furnish the results of such exploitation to appropriate agencies.

*c.* Maintain liaison in the various theaters of operations and with captured document organizations of Allied Nations.

**9. Functions.**—In accomplishing the above mission, ASDIC will—

*a.* Establish at an appropriate location in the Zone of Interior suitable facilities for the exploitation of captured enemy documents.

*b.* Maintain continuous liaison and coordination with the Service intelligence agencies and other agencies of the Intelligence Advisory Committee in order to insure—

(1) Fulfillment of pertinent intelligence requirements of such agencies from available captured documents, and

(2) Pertinent and coordinated exploitation of such documents.

*c.* Screen all incoming documents to determine their potential value.

*d.* Process captured documents in order to provide to such agencies potential intelligence information contained therein.

*e.* Assure that such intelligence agencies are advised of the existence of these documents.

*f.* Supervise the cataloguing, duplicating, and maintaining of records of all captured documents.

*g.* Furnish to such agencies copies or reproductions of captured documents for further exploitation, when needed by them.

**10. Command and operational policies.**—*a. Command.*—The Director of ASDIC will be an Army officer designated by the Assistant Chief of Staff, G-2, U. S. Army. The Director will exercise military command over all personnel from any Service assigned to ASDIC.

*b. Personnel.*

\*The Chief of Staff, U. S. Army has delegated this responsibility to the Assistant Chief of Staff, G-2, U. S. Army.

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- (1) There will be a Deputy Director who will be an Army Officer designated by the Assistant Chief of Staff, G-2, U. S. Army, upon the recommendation of the Director. The Deputy Director will assume command of ASDIC in the absence of the Director.
- (2) There will be three Assistant Directors, one each from the Navy, Air Force, and CIA. In order to aid the Director in carrying out the mission of ASDIC, the Assistant Directors are assigned the following principal responsibilities:
  - (a) Provide the liaison between ASDIC and the Assistant Director's Service or agency.
  - (b) Advise their Service or agency as to ASDIC's procedures and workload to the end that requirements and priorities may be consistent with ASDIC's capabilities.
  - (c) Exercise general supervision of the processing of the requirements in which their Service or agency has primary interest, and of the dissemination of such processed information to their Service or agency and to other Services and agencies as appropriate.
- (3) The permanent military intelligence staff will be composed of approximately equal Army, Navy, and Air Force representation.
- (4) CIA will furnish competent trained personnel adequate to perform the workload imposed upon ASDIC by the requirements of the nonmilitary agencies represented by the CIA.
- (5) Each Service and the CIA will be responsible for the pay and allowances of its own personnel.
- (6) The administrative and/or Service staff, including maintenance and guard personnel, will be furnished by the Department of the Army.
- (7) The Chief of Staff, U. S. Air Force, and the Chief of Naval Operations will, so far as practicable, make available to ASDIC the physical facilities of the Central Air Documents Office or similar organization for cataloguing, duplicating, storing, and maintaining records of captured enemy documents.
- (8) ASDIC requirements for documents within theaters of operation will be expressed by—

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- (a) Requirements submitted through appropriate channels.
- (b) Attachment to a theater command of an advance echelon of ASDIC for the purpose of expressing and interpreting ASDIC's requirements, screening and sorting information available, and eliminating duplicate operations. It will not interfere with the Theater Commander's requirements for captured documents.
- (9) The Director will as practicable obtain indices, catalogues, and accession lists indicating documents in the custody of Allied captured documents organizations.

**11. Dissemination.**—*a.* Responsibility for the full and adequate dissemination of document intelligence information rests with the agency processing the document.

*b.* The dissemination of document information in convenient summary form, such as in accession lists, is one of the prime responsibilities of ASDIC.

*c.* To prevent duplication of effort and to insure uniformity of dissemination on routine matters, the Director will coordinate the distribution of documents and/or document information summaries and will issue appropriate instructions. Any directives should not prevent any agency from disseminating document information direct and in the most expeditious manner to any other United States military agency or CIA when, in the judgment of the officer in charge, the urgency of the information so requires.

**12. Translation.**—*a.* The Director has full discretion in accepting requests from the Services for extended translation of documents in excess of that required to accomplish ASDIC's mission.

- (1) As a general guide, ASDIC is not necessarily required to translate every document in its entirety, but only to the degree necessary to reveal to document intelligence analysts a document's general contents, reliability, significance, and relation to other documents and to intelligence requirements levied on ASDIC.
- (2) Full or partial translation of a document, beyond that covered in (1) above, will be governed by the need therefor as determined by the Reading Panel.

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b. The Director shall consult with such other agencies as may be concerned in the preparation of translators' manuals of standard terminology with a view to keeping the manuals abreast of field experience.

**13. Storage, cataloging, reproduction, disposition.**—a. ASDIC will maintain military control of all captured enemy documents received by it until such documents are fully exploited of all intelligence value. The documents will normally be transmitted from theaters of operation direct to ASDIC.

b. The Director shall make copies or reproductions of documents and translations available to authorized agencies for further exploitation as those agencies require.

c. To prevent piecemeal dispersion of the central document files, original documents shall be loaned to authorized agencies only when copies are unavailable and speed of exploitation is of the essence. The Director or an authorized agent shall review each request for the loan of an original document, and shall make such loans subject to recall at the Director's discretion.

d. The Director shall prepare for issue through proper channels directives on procedures for the storage, maintenance, cataloging, and reproduction of captured enemy documents. In the preparation of such directives, the Director shall consult with other Government agencies and, under prevailing policy, with agencies of Allied nations that also have cognizance of captured enemy documents with a view toward establishing standardized procedures.

e. When documents under the custody of ASDIC are fully exploited of all intelligence value, those documents which are determined by the Director to remain in military custody shall be transferred to an appropriate library-type repository. Any restrictions relating to use, disposition, or restitution will be communicated to the receiving agency. ASDIC records pertaining to the documents will be retained, however, by ASDIC, until its dissolution, at which time they will be transferred in toto to such agency as may be responsible for the exploitation of foreign documents. (As of the date of this directive, the Foreign Documents Division, Central Intelligence Agency is the agency responsible for such documents.)

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### SECTION III

#### FUNCTIONAL ORGANIZATION

**14. Introduction.**—This section presents a brief functional picture of ASDIC's operations. Certain operational details described earlier are repeated in order to clarify and more fully relate the various processes through which a document passes. Under his command authority, the Director will have full discretion in setting up ASDIC along such internal organizational lines as will fulfill its mission.

**15. Operations involved in processing of documents.**—The following paragraphs treat functionally the various operations involved in the flow of documents to and through ASDIC. Figure 1 depicts such operations.

**16. Recording and cataloguing.**—Each document received by ASDIC from any source will be catalogued and identified in order that it may be subject to trace whether retained by ASDIC or transmitted to another agency. Restrictions upon dissemination, use, restitution, etc., will be observed by ASDIC and brought to the attention of other recipients of such documents. In the processing of a document, the operation of recording and cataloguing will be evident at various stages, and will include—

*a.* The development and application of a system for permanent, uniform identification of captured documents for use by theater commands and all other military collecting agencies from which captured documents may flow to ASDIC.

*b.* Receiving, cataloguing, cross-referencing, and indexing captured documents and translations thereof.

*c.* Preparation of accession lists.

*d.* Maintenance of catalogue files and library for the reference, storage or loan of documents, and translations, including copies of either.

**17. Screening and classification.**—In order to permit the timely exploitation of intelligence from the mass of captured enemy documents at ASDIC from theaters as well as other sources, it is necessary to screen and classify such documents according to priorities established by the using agencies. Functionally, this process will consist of—

*a.* Separation of documents of lesser importance or of no immediate significance, such as those of a purely historical interest, from those

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containing important intelligence information in order that the latter may be processed as quickly as possible.

*b. Classification of documents selected for processing according to the general type and priority of the information they contain, and where not previously designated, according to security.*

*c. Assignment of index numbers or similar control devices to the documents transmitted for further processing.*

**18. Reading Panel.**—*a. General.*—As a document flows through ASDIC, its further progress is determined by the decision of the Reading Panel. Although all the organizational details of ASDIC are not specified, a Reading Panel will be established as an integral part of the ASDIC structure.

*b. Composition.*

- (1) Service membership on the Reading Panel will be composed of both military and nonmilitary personnel, provided by the agencies authorized to use or receive the products of ASDIC. Dependent upon the amount of information available from captured documents, the Services will provide personnel to the Reading Panel of ASDIC. Such personnel will remain assigned to their parent organization. Nonmilitary intelligence agencies may, and are encouraged to furnish personnel to the Reading Panel, their numbers and degree of participation dependent upon the amount of information of interest to such agencies.
- (2) ASDIC membership on the Reading Panel will be composed of the Director, and Assistant Directors, Navy, Air Force and CIA or their representatives.

*c. Functions.*—The Reading Panel, consisting of experts familiar with the requirements of their agencies as described above, receives documents and transcripts, summaries or briefs thereof which have been sorted and screened and are believed to contain information required for further exploitation. Its functions include—

- (1) Review of the material submitted to it in order to determine the need for further exploitation.
- (2) Development of priorities for screening and translation and reproduction facilities of ASDIC. Final decision on determination of priorities will be made by the ASDIC representatives on the Reading Panel. The Director will resolve

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problems of priorities which are referred to him by the Reading Panel.

(3) Continuous review of requirements of the using agencies by frequent consultations therewith.

(4) Frequent direction and assistance to the screening personnel.

**19. Translation.—a. General.**—The obvious purpose of translation is to make intelligible to using agencies the contents of captured documents. In the accomplishment of this task it is generally unnecessary to make complete, literal word-for-word translations of all documents. The extent of the translation of any document must be determined in each case by the contents thereof, the priority assigned to its exploitation, and the degree of exploitation required.

**b. Function.**—As noted in paragraph 12a and figure 1, translations by ASDIC will be limited to the minimum required to enable the Services to exploit fully the captured document. The translation function includes, in addition to the actual translation—

- (1) The summarization of the translation in clear, concise form for analysis and cataloguing.
- (2) Technical interpretation or translation of technical documents.
- (3) Development of dictionaries and aids to translation.
- (4) Assistance as required in the screening and classification process.

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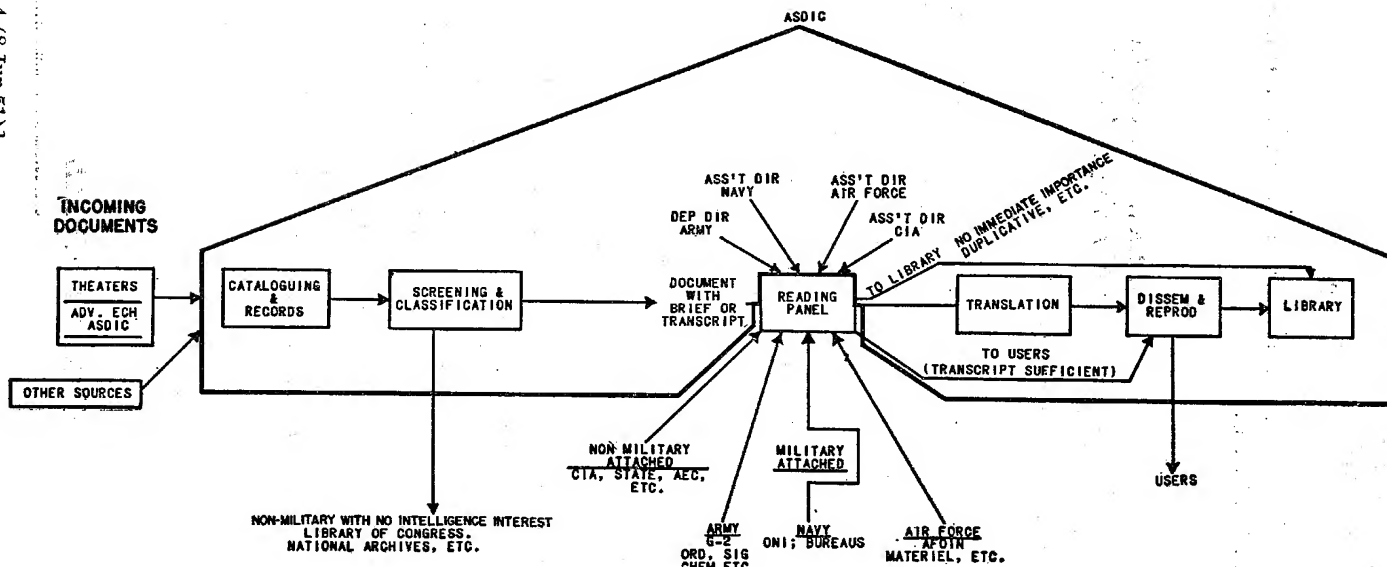


FIGURE 1.

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